



CHURCH STREET - EDENBRIDGE - KENT - TN8 5BD  
info@theviewschool.org www.theviewschool.org

## **TEACHING ASSISTANT/OUTREACH SUPPORT WORKER**

We are looking for an experienced Teaching Assistant/Out Reach Support worker to join our independent SEN school, supporting young people with an Autism or Mental Health diagnosis who for a variety of reasons cannot at this moment in time, access our school despite our bespoke provision. You will support students in overcoming the challenges they face in accessing their education and the social world around them within their own homes and or a nominated work space such as a local library.

The Aim is to support our young people in reaching their potential through both emotional, practical and educational support, whilst tailoring our approach for each individual specific needs.

The ideal candidate will be passionate for the job with an ability to reach out to students and create a relationship of mutual trust. They will know how to engage students, inspiring them with a desire to learn whilst having a sound knowledge of SEMH.

The goal is:

*To provide our students with the confidence and resilience to meet the challenges that act as barriers to their education and impact upon successful outcomes in their everyday lives*

### **Job description and responsibilities**

Promote, support and facilitate independent learning

Assist teacher with learning activities and contribute ideas for meeting the objectives of each session.

Support the pupils in accessing learning activities whilst scaffolding a strong trusting relationship between the young person and the Teacher to enable pupils' progress towards their outcomes.

Support the development of pupil communication skills using both spoken and augmentative communication approaches.

Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Contribute towards and review individual pupil outcomes and strategies.

Observe, monitor and record the progress of pupils both using the appropriate format as advised by the teacher including pupil learning, behaviour management, wellbeing, child protection etc (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.

Ensure resources are available to facilitate the learning needs of all pupils.

Liaise with parents/carers as required, maintaining professional, confidential dialogue with due regard to school policy and practice and feedback as necessary

Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and in negotiation.

Arrive at the school in time to be appropriately prepared for the start of working hours and leave after duties to pupils have been dispensed, within contracted hours unless unprecedented circumstances and requested by the Headteacher.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Ensure health and safety and good behaviour of pupils (including off-site activities such as trips, etc.). Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.

Supervise and have responsibility for the safety of pupils in social times, as well as model appropriate play and organise learning activities.

Implement behaviour management programmes to ensure pupils' wellbeing, health, safety and learning needs are met.

Promote positive behaviour effectively and consistently to raise self esteem

Promote positive social interactions and the respect for other people's views

Acquire the appropriate skills, qualifications and/or experience required for the role, with the support from the school

Share responsibility for ensuring own knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness

Demonstrate the expertise and skills in understanding the needs of pupils, with specialist expertise within a phase and know how to adapt and deliver support to meet individual needs

Understand roles and responsibilities within the setting and whole school context, recognise these may extend beyond a direct support role

Provide clerical/admin support (e.g. typing, photocopying, collection and recording of money etc.)

Timely and accurate preparation and use of specialist equipment/ resources/ materials as required by staff/curriculum/lesson plans etc. whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.

### Salary

Experience dependent

### Hours

8.00am-4.00pm

Monday to Friday

term time only